



**CITY OF SOMERVILLE, MASSACHUSETTS**  
**Department of Purchasing**  
**JOSEPH A. CURTATONE**  
**MAYOR**

To: Prospective bidders

From: Michael Gauthier, Procurement Analyst

Date: January 4, 2013

Re: Addendum 2 to RFP #13-54

**Addendum No. 2 to #13-54 Consulting Services for the 6 City Tobacco/Alcohol Initiative**

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The City is issuing this addendum to RFP #13-54 Consulting Services for the 6 City Tobacco/Alcohol Initiative RFP.

**\*\*PLEASE BE SURE TO ACKNOWLEDGE THIS ADDENDUM  
BELOW BY SIGNING AND RETURN WITH RESPONSE\*\***

**1. The solicitation response date is still confirmed as follows:**

Confirmed for: Wednesday, 1/9/2013 @ 11:00 AM

**2. Reference Form**

Please use the attached reference form provide below in your technical proposal response.

**3. Q&A**

Please see following page for questions and answers.



## Reference Form

Past Performance / Reference Title:	
Period of Performance	
POC Name & Title	
Telephone	
Fax	
Email	
Summary of supplies or services provided	

## Questions & Answers

**1. When will answers to questions submitted by vendors be provided? Is there a specific response date or will questions be answered as they are presented on a rolling basis?**

As stated in RFP number 13 – 54 questions are due by January 3 at 4:30 PM. The answers to the questions and any other item will be posted on January 4.

**2. Please confirm that the statement of work provided is for the initial and option years and whether it is expected to encompass work in Somerville only or in all six cities participating in the Initiative.**

The work provided for this job will encompass the work in the cities within the work plan. The present cities involved are Somerville, Cambridge, and Everett.

**3. What amounts of funds are allocated for this project for the initial contract period year 1 and each of the two option years?**

\$25,000 for the 1<sup>st</sup> year for the contractor work and the next two year options should be \$25,000 also but will have to wait for confirmation from the state for funds.



**4. Do the Evaluation Methods outlined on pages 15-16 of the RFP reflect activities expected to be completed during the first year of work or over the anticipated 3-year period of performance?**

They reflect both activities for first year work and the 3 year period of performance.

**5. Page 16, Section on Required Service, first item indicates “Conduct presentations in communities to educate community stakeholders on the harms of smoke free housing. Question: Is the word “harms” an error and should the correct word be something like “benefits”?**

“Harms” should be changed to benefits

**6. Can a copy of the MTCP FY13 6 City Workplan be provided to vendors applying for RFP?**

Mostly the consultant services on page 15-16 are directly from the Workplan

**7. Page 3, Tab 1: Qualification Data – section B, third bullet: “Disclose ownership interests or professional relationships with organizations that a direct or indirect relationship to various anti-tobacco/ alcohol organizations or is anticipated (if applicable)”. Question: Do we need to disclose relationships with tobacco or anti-tobacco organizations?**

Relationships with anti-tobacco

**8. On page 4 of the RFP under the header 'Tab 4- Past Performance' the RFP states that the offeror's past performance will be submitted on the "past performance evaluation sheet". In the same section of the RFP, it also states that the city reserves the right to "evaluate past forms information". Can the city please provide the evaluation sheet and form that should be completed and included in this section?**

Please see above for the past performance/reference form that should be used in the technical proposal submission.